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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	R	
2. Registry file		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/OF

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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EXECUTIVE SECRETARIAT
ROUTING SLIP

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SUSPENSE _____
Date _____

Remarks

Executive Secretary

12/19/83
Date

83-6046

**ASSOCIATION OF GOVERNMENT ACCOUNTANTS**

NATIONAL OFFICE: 727 SOUTH 23rd STREET, SUITE 100, ARLINGTON, VA 22202 (703) 684-6931

DD/A Registry

83-5791

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December 16, 1983

Honorable William E. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

30-1

Dear Mr. Casey:

The Association of Government Accountants (AGA) is a professional organization whose 12,000 members are concerned with the financial matters in state, local, and Federal governments. Each year, the Association, through its awards program, recognizes individuals who have made outstanding contributions in the financial management. I would appreciate your assistance in indentifying those employees of your headquarters and/or field activities who you believe warrant such recognition. The criteria for each award is discussed in detail in the enclosures.

The four local chapters of the Association are: the Montgomery-Prince Georges Chapter; the Nothern Virginia Chapter; the Virginia Battlefield Chapter; and the Washington Chapter. These chapters are cooperating to keep the nomination process simple in the Washington metropolitan area by sending you this one letter for nominations. Nominations should be submitted for individuals who reside both within and outside the metropolitan area. Nominations received for persons residing within the Washington metropolitan area will be considered by the four local chapters for local and national awards for which the nominees are eligible.

Nominations for individuals who reside outside the Washington metropolitan area will be referred to the Association's chapter in their locality. All nominations for the Distinguished Leadership award will also be referred to the National Awards Committee.

Here are some general guidelines for your use in selecting your nominees:

- Achievements for which the nominee is recommended for recognition must be in the financial management area.



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- Financial management for this purpose includes, but is not limited to, accounting, auditing, budgeting, data processing, programming, and management as well as training in those areas.
- Factors to be considered are: innovative thinking, notable authorship, creative research, and exceptional efficiency.
- Results should be expressed in the terms of improved program results, savings, or other benefits such as expanded services, decreased time requirements, or increased management capabilities.

The local awards will be presented publicly at the chapters' "awards" meetings; those winners will be notified of the time and place. The national awards will be presented at the Association's Professional Development Conference in Washington, D.C. on July 11, 1984.

We need your nominations by March 16, 1984. The attachments contain descriptions of the awards to be made, the specific criteria for the nomination of each award, and a nomination format. Nominations should be submitted to me at the following address:

[Redacted]

Regional Vice President
Association of Government Accountants
727 South 23rd Street, Suite 100
Arlington, Virginia 22202

STAT

Your participation in the 1984 Annual Award Program will be appreciated and we look forward to receiving those nominations you feel qualify for the described awards.

Sincerely,

[Redacted]

AGA Regional Vice President
Capital Region

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Enclosures

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

DISTINGUISHED LEADERSHIP AWARD

PURPOSE

The purposes of this award are:

- * To formally recognize government employees who have demonstrated sustained outstanding leadership and notable contribution to Financial Management.
- * To encourage increased interest, growth, development and distinctive leadership in the field of Financial Management.

**TYPE AND
FREQUENCY**

Plaque and formal citation to be presented annually at the Association's National Professional Development Conference.

**NUMBER TO
BE AWARDED**

One or more.

CRITERIA

Outstanding leadership must have been sustained over a period of years and must have been demonstrated both on the job and by significant contribution to the profession.

Factors to be considered are:

1. Innovative thinking;
2. Notable authorship;
3. Creative research;
4. Exceptional efficiency;
5. Marked initiative that has resulted in important savings or effectiveness in use of money, time, materials, personnel, or equipment, and;
6. Distinctive activity which evidences the highest traditions of professionalism.

ELIGIBILITY

Employees of Government at the time the award is conferred. Nominees do not have to be members of the Association.

NOMINATIONS

The nominations should be accompanied by a complete description of the service for which the award is recommended, and cite specific, recognizable actions or products rather than opinions or conclusions.

Nominations should be submitted to:

Regional Vice President
Association of Government Accountants
727 South 23rd Street, Suite 100
Arlington, VA 22202

STAT

**NOMINATION
FORMAT**

Biographical Sketch of Nominee--The nomination should include the nominee's name, position, title and grade, home mailing address, education, and any other pertinent background information that will assist in evaluating the nominee's achievement.

Description of Accomplishment--Describe in specific terms the work or contribution for which the nomination is being submitted. The basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description should include:

- * Its objectives and significance;
- * Method used;
- * Its relation to previous work attempted in this field, if any;
- * Names of any cooperating individuals, departments or agencies;
- * Its impact: whether internal-agency, multi-agency, or Government-wide. Also cover its impact outside the Government, if applicable.

Results--Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.

Citation--Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

Signature--The nomination should be signed by an authorized representative of the organization making the submission. Include mailing address of nominator.

Number--Submit original and seven (7) copies.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

SPECIAL ACHIEVEMENT AWARD

PURPOSE To accord recognition to mid-level professionals for notable contributions toward improving financial management. It is hoped that this recognition will spur others to deliver equal achievements early in their career.

TYPE AND FREQUENCY Plaque and formal citation to be presented at the Association's National Professional Development Conference.

NUMBER TO BE AWARDED One to three--to allow flexibility in recognizing several outstanding submissions.

CRITERIA The awards will be generally limited to accomplishments in the immediately preceding calendar year.

Improved financial management in Federal, state and local government can be achieved in many varied and unanticipated ways. To afford the broadest representation of accomplishments, in consonance with the stated purpose of these awards, no specific limiting criteria are established. In selecting candidates, however, nominators should give consideration to contributions resulting from innovative and imaginative techniques. The contribution need not involve comprehensive or over-all organization-wide accomplishments but should be the result of the nominee's individual initiative.

ELIGIBILITY Any member of AGA who was under the age of thirty-five at the end of the preceding calendar year.

NOMINATIONS Nominations should be submitted to:

Regional Vice President
Association of Government Accountants
727 South 23rd Street, Suite 100
Arlington, VA 22202

STAT

**NOMINATION
FORMAT**

Biographical Sketch of Nominee--A brief statement of the nominee's name, position, title and grade, home address, date of birth, education and experience.

Description of Accomplishment--Should include:

- * Objectives and significance;
- * Methods used;
- * Relation to previous work attempted in this field, if any;
- * Impact, within and outside the nominee's own agency;
- * Results--both achieved and anticipated.

CITATION

Describe succinctly the highlights of the accomplishment, particularly its impact and results for use as the formal award citation.

SIGNATURE

The nomination should be signed by the official submitting it. Include nominator's mailing address.

NUMBER

Submit and original and seven (7) copies.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

ACHIEVEMENT OF THE YEAR AWARD

PURPOSE	To accord recognition for leadership or outstanding achievement in developing, implementing and improving financial management in Government Service.
TYPE AND FREQUENCY	Plaque and formal citation to be presented annually at the Association's National Professional Development Conference.
NUMBER TO BE AWARDED	One.
CRITERIA	<p>The award will be generally limited to accomplishments in the immediately preceding calendar year.</p> <p>In selecting candidates one should give consideration to accomplishments which relate to improved management planning and control techniques and better use of information. Examples are:</p> <ul style="list-style-type: none">a. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective operations at any level of agency activity.b. Developed and initiated a comprehensive system for the overall audit of major program activities.c. Developed or implemented a comprehensive financial management training program.d. Initiated or developed an automatic data processing system to meet financial and statistical reporting needs.e. Conducted a complete functional analysis of operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and

identification of related quantitative data for regular use in projection and performance evaluation.


- f. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.

ELIGIBILITY

Any individual employed in Government service at the time the work being recognized was performed. Nominees need not be a member of the Association of Government Accountants.

NOMINATIONS

Nominations should be submitted to:


Regional Vice President
Association of Government Accountants
727 South 23rd Street, Suite 100
Arlington, VA 22202

STAT

NOMINATION FORMAT

Biographical Sketch of Nominee--The nomination should include the nominee's name, position, title and grade, home mailing address, education, and any other pertinent background information that will assist in evaluating the nominee's achievement.

Description of Accomplishment--Describe in specific terms the work or contribution for which the nomination is being submitted. The basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- * Its objectives and significance;
- * Methods used;
- * Its relation to previous work attempted in this field, if any;
- * Its impact: whether internal-agency, multi-agency or Government-wide. Also cover its impact outside the Government, if applicable.

Results--Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanding services, decreased time requirements and increased management capabilities.

Citation--Describe succinctly the highlights of the accomplishment, particularly its impact and results as the formal award citation.

Signature--The nomination should be signed by an authorized representative of the organization making the submission. Include mailing address of nominator.

Number--Submit original and seven (7) copies.

**ASSOCIATION OF
GOVERNMENT ACCOUNTANTS**

727 SOUTH 23RD STREET, SUITE 100
ARLINGTON, VIRGINIA 22202

Honorable William E. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

